interface, the administrator can assign access privileges inclusive of any combination of the following:

- View, print, upload, download, edit and/or create single and/or multiple documents only
- View, print, upload, download, edit and/or create single and/or multiple elements only
- View, print, upload, download and/or edit single and/or multiple documents and elements
- View, print, edit and/or establish document and/or element design standards
- View, print, edit and/or establish document and/or element reproduction specifications
- View, print, edit and/or establish document and/or element auto-preflighting and notification settings
- View, print, edit and/or establish document and/or element auto-preflighting and auto-correction settings

In addition to the administrator having the ability to establish user access privileges on a request basis, the administrator can also pre-determine access privileges for any group or individual based on any combination of user access privileges request form fields. This allows the administrator to choose to be unavailable to establish access privileges at the time the access privileges are requested.

Once documents are converted to the system's standard input language or format, for example PostScript, the import process affects the parsing and tagging of code components in accordance with the system's data model. This process requires the pre-determination of input language characteristics to implement the parsing. Parsing is consistent with the system's data model.

Given the fact that the sizes of many pre-existent archives can involve tens to hundreds of thousands of documents, the importance of automating document importing and minimizing user involvement can't be stressed enough. A big part of

the reluctance of many companies to invest in digital asset management systems is the time and cost involved with populating the digital asset management system prior to being able to use its features. This is a problem which can be cost effectively overcome using the present system and method.

a. Document import status and results reporting

So as to apprize users of the status of the import of pre-existent archives as well as for batch-mode drag and drop import, the system's Import Manager interface can provide a count of the total number of documents being imported, the number of documents imported at any point in the import process and the time remaining to complete the importing of documents.

So as to allow users to effectively manage the conversion of documents to related component objects, they will need to be apprized of the results of the parsing of code components into objects and relationships. An interface feature can be provided whereby users have the option to view parsed documents in composite form or as a list of visually displayed graphics elements with associated properties and property values in text form. Also the import report interface can include a count of like and/or similar elements either already present in the system's archive or involved with the batch-mode import.

b. User involvement in identifying elements

Initially, user involvement with the import process will, in part, be greater until the users become "comfortable" with system's approach dealing with documents and elements. In addition, it is likely that direct user involvement will be necessary in early-phase importing of pre-existent archives and on going for importing certain types of documents.

In early phase importing of pre-existent archives, users are likely to see that there are a number of instances of variation between elements in different documents that are the result of mistakes made in the creation or editing of documents. As a result, the user will need to be able to identify the instances of mistake-based element variations, to replace incorrectly executed elements with

correctly executed elements and to "educate" the system so that it is able to identify similar mistakes as well as to automatically replace incorrectly executed elements with correctly executed elements. The system's Import Manager interface can provide the ability for the user to designate certain element properties and values as the "rules" for correctly executed elements. In this way, for example, the user should be able to establish that the shape of an element is a rule but the color, size and position of the element are not part of the standard.

Users will need the option of either having the system report on its comparison findings so that users can "control" the reconciliation process. Alternately, if they choose to do so, they will need to be able to establish the properties and values for documents and elements that will be automatically reconciled. Users will be able to choose any combination of document or element properties and values in establishing the criteria for automated reconciliation.

c. <u>Establishing multiple elements, elements with compound paths and grouped elements as a single element object.</u>

Elements, which are comprised of multiple elements, elements with compound paths and/or grouped elements represent a special need for user involvement with the import process. Again, the users ability, with the system's Import Manager interface to select multiple elements, elements with compound paths and grouped elements, via a mouse/cursor GUI, and "instruct" the system that the selection should be treated as a single element will be necessary. The user's ability to create a rule that any other such multiple elements, elements with compound paths and/or grouped elements should also be treated as a single element will be useful to avoid users having to make this association over and over again.

d. <u>Establishing document layers as a single element or as an element super-set.</u>

As is the case for multiple elements, elements with compound paths and grouped elements, users will have an ability to designate document layers as a single element object. This will be particularly valuable for service providers providing color separation or trapping services. Additionally, there may be benefits to both color